Citing online and audio visual sources of information
HSL-DVC2

Data is available in various formats apart from printed documents such as books and journals. Increasingly information is becoming available electronically. This guide sets out to provide examples of how to cite these electronic sources of information in the Harvard style. There is a separate document outlining how to cite printed material. The standard copyright law applies equally to electronic sources and any reference to other people’s work should be acknowledged with citations in your text and inclusion in your reference list.

The Information Skills Resource includes interactive tutorials on how to reference correctly. Select the ‘Tutorials by department’ tab for tutorials tailored for your subject area. Always check which referencing method your department recommends before submitting finished work.

INTERNET SOURCES

Individual works

Example:


Include the year of publication in brackets. Most Web pages are updated on a regular basis. Date of publication is the date the pages were last updated. If you are not sure of the date click on View and page source to check when last modified. If no publication date is given write (No date).

Only mention an edition statement if the document clearly states that the pages have been rewritten rather than just updated.

The accessed date is when you viewed, downloaded or printed the Web page. This statement is necessary to allow for any subsequent changes which may be made to the page or if the page is no longer available.

The term publisher is used here to cover both the traditional idea of publisher of printed sources, as well as organisations responsible for maintaining sites on the Internet, such as the University of Sheffield. If the place of publication is not stated and cannot be ascertained then leave out.
Often information is put on the Internet by organisations without citing a specific author. In such cases, ascribe authorship to the smallest identifiable organisational unit (this is similar to the standard method of citing works produced by a corporate body) or start with the title.

Example:


**Citing electronic journals**

Author surname, Initial. (Year) Title of article. *Journal title*[online], Volume (part), location within the host. Available from:URL [Accessed date].

The "location within host" is the equivalent of page numbering used with printed sources. If the document does not include pagination an alternative may be used eg date, labelled part, or the the total number of lines, paragraphs or screens.

Example of an article from a journal available in print and electronic form:


Examples of articles from journals only available online:


**Citing a full text item from an online bibliographical database**

Author surname, Initial. (Year) Title of article. *Journal title*. Volume (part), pages. Full-text [online]. Online database name on host [Accessed date].

Example of full text article from CINAHL via the Ovid online service:


**Citing an abstract from an online bibliographical database**

An abstract should only be cited if it has proved impossible to obtain the full text of the article and it is essential to your work to do so.

Example of abstract from CINAHL via the Ovid online service:


**Citation from a database that includes citation instructions**

Sometimes the database instructs you on how to cite references. This might be at the end of the article. You must cite the reference as they state. Put in brackets at the end of the citation that this is the case.

Example of such a citation:


**JISCmail/Listserv email lists**

These discussion lists generate email messages which are sent directly to the subscriber. Many lists will archive the messages sent. References to these messages should be treated in a similar fashion to journal references; using the list name in place of the journal title and the subject line of the message in place of the article title.

For “Available from” use the email address of the list administrator. These details, together with the author, will appear in the message header.

Author, (Day Month Year). Subject of message. Discussion list [online]. Available from: JISCmail/Listserv email address [Accessed date].

Examples:


Please note that items may only be archived on discussion group servers for up to a year. A local copy could be kept by the recipient, who is giving the citation, but a note should be given to this effect. It is also in your interest to print a copy of potentially temporary sources in case you need to prove a source after it has been deleted/moved/changed.

**Usenet newsgroups/Bulletinboards/Blogs**

Usenet newsgroups allow people with similar interests to read and post messages in a common location on the Internet.

Author (Day Month Year). Subject heading of message. *Newsgroup* [online]. Available from: Name of Usenet newsgroup [Access date].

Example:

If the author’s name and initial is not given, use the email/username.

Example:


Example:


**Personal email**

If you wish to make reference to personal email messages then the following format is recommended. You should get a sender’s permission to quote a message especially if you quote their email address.

Sender (Sender’s Email address) (Day Month Year). *Subject of Message*. Email to recipient (Recipient’s Email address).

Example:

McConnell, D. (D.McConnell@sheffield.ac.uk) (28th November 1997) *Follow up to your interview*. Personal email to L.Parker (l.a.parker@sheffield.ac.uk).

**Audio visual materials**

**Audiocassettes, CD-ROMs, film, microform, radio broadcasts, television, and videos**

When citing one of the above items information about the nature of the item should be given where necessary after the title.

Example:


Many CD-ROMs, films, videos and broadcasts are the co-operative work of many individuals. These should either be cited with the title as the first element, or if there is an individual with clear responsibility for the intellectual content his name should be used e.g. the director.

Examples:


Individual items within a programme should be cited as contributions.

Example:

Further Information:

For further information contact the relevant library Faculty Liaison Librarian.